

Third Unitarian Church of Chicago
A Unitarian Universalist Congregation on Chicago's West Side
<http://thirdunitarianchurch.org/>

RE Assistant Responsibilities

1. Overseeing the program on Sundays when DRE is not present, including taking attendance, reading the story during 11:00 service, getting supplies needed by teachers and teaching assistants during 10:00 and 11:15 religious education classes, and addressing any childrens' behavioral or other concerns which arise.
2. Coordinating children's activities at TUC all-ages events (e.g. greens hanging, Seder), including working with congregation members planning events, planning specific activities, acquiring needed supplies, setting up and supervising the activities
3. Coordinating 1st-2nd grade OWL program, including working with trained facilitators to plan class schedule, acquiring needed supplies, communicating with DRE and parents at 1st Unitarian Church, and being present at TUC during class sessions.
4. Assuming increasing responsibility over a 5-month period for the following:
 - a. supervising RE staff and volunteers (recruitment, training, supervision)
 - b. participating in worship planning meetings with minister and music director, researching and selecting stories to be told during 11:00 services and participating in other portions of services as needed
 - c. becoming familiar with UUA and other RE curricula and TUC curriculum map, and participating in curriculum planning, development of lesson plans
 - d. maintaining responsibility for RE budget
 - e. acquiring and maintaining supplies needed for RE classes and projects
 - f. developing and leading children's worship and multigenerational services
 - g. maintaining program records
 - h. convening and leading meetings of RE Committee
 - i. working within TUC's RE Program Mission and Vision
 - j. co-coordinating multi-congregational youth programs with other Chicago area congregations
 - k. ensuring Safe Congregations standards are met within the RE program
5. Assisting the current DRE as needed

RE Assistant Pay, Hours, Supervision and Position Trajectory

The RE Assistant would start work at \$13/hour, depending on experience, and would work approximately 6 hours/week, depending on the week. Most of this time would be on Sunday, with some preparatory work during the week, and occasional events during the week.

The Director of Religious Education will train and initially supervise the RE Assistant. The Minister supervises the DRE, and is head of staff. As the RE Assistant's responsibilities increase, s/he will receive proportionally more supervision from the Minister.

To apply, please send a cover letter, resume, and three references to: revnordstrom@gmail.com by December 12.